

CITY OF BURIEN, WASHINGTON
JOB DESCRIPTION

Title: Management Intern

Status: Temporary, Non-Benefited, FLSA Non-Exempt

Salary Grade: I270

Dept.: City Manager's Office

Reports to: Econ. Dev. Manager

The City of Burien believes that economic development and engagement with residents and the business community are important contributors to governance and economic vitality. We value our ability to provide a strong fiscal base that allows the City to deliver services to our Community. A strong foundation of public infrastructure in turn allows for a healthy economy that fosters healthy companies and employees.

General Position Summary

The Management Intern will serve as a research and project manager on various economic development and community outreach efforts. The intern will also support efforts related to the implementation of the adopted Economic Development Goals and Actions.

Position Duration

This is a temporary, part-time position lasting a maximum of twelve months or 1,000 hours, whichever comes first. The position could also be temporary, full-time during specific parts of the year and would terminate when the allotted hours are exhausted.

Essential Functions

- Perform research and support to various programs.
- Prepare reports on work programs and various city activities and functions.
- Provide support to economic development and community engagement efforts.
- Additional duties as assigned.

Secondary Functions

- Attend public and advisory meetings as assigned.

Job Scope

The position involves frequent new and varied work situations with a moderate level of complexity. The Intern operates from broad directions and instructions with moderate supervision.

Interpersonal Contacts

Internally, contacts are usually with own department staff and supervisor. Externally, the Intern will have frequent contact with the public through face-to-face meetings, or by phone and via e-mail.

Specific Job Skills

Knowledge of:

- Report writing techniques.
- Research techniques.
- Social media techniques.
- Event planning and facilitation.
- Project management skills.
- Behavioral characteristics, needs, and interests of target populations.

Ability to:

- Operate a computer and various office software applications, including website administration and social media.
- Work with and learn from different cultures.
- Independently and/or from general instructions, accurately compose and prepare various documents.
- Demonstrate tact and patience when dealing with the public.
- Demonstrate strong attention to detail.
- Meet deadlines.
- Maintain effective work relationships with others.
- Exercise discretion in confidential matters.
- Exercise individual initiative.
- Communicate effectively, both in writing and orally, including oral presentations.
- Understand, interpret and efficiently carry out complex oral and written instructions.
- Work a flexible schedule including occasional weekends, evenings and other irregular hours.

Mental Activities

Position requires continuous ability to read, speak, write and understand English; frequent interpersonal skills; occasional decision-making, independent judgment and/or action, teamwork, creativity; conduct presentations; and the ability to perform basic math.

Physical Activities

Position requires continuous talking and hearing; frequent walking and sitting; occasional standing and bending; and rare stooping, crawling, fingering, reaching, feeling and kneeling. Incumbent must be able to push, pull, lift and carry 15 lbs.

Education and Experience

Graduate degree program enrollment OR a combination of education, training and experience that provides an equivalent background required to perform the duties of the position. Experience in marketing is preferred.

Special Requirements

- Successful completion of pre-employment background check.
- Valid Washington State Driver's License with satisfactory driving record.

Job Conditions

Computer-related work is performed in the office with a moderate noise level. Some travel to and attendance at outside meetings is required. Work may occur indoors and outdoors. Ability to work a flexible schedule, including some evenings and weekends is required.